

2011 Award Process - Wave 1

Key Dates, Activities, and *Approximate* Time Commitment

JUNE						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Red = Independent Review activities *Black = Conference call activities* *Blue = Consensus Review activities*

Green = Week 1 site visits

Purple = Week 2 site visits

- 6/1 - ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/2.
- Examiners continue Independent Review, & by 6/9 all Wave 1 teams hold 1st planning call (1.5 hrs.).
- Examiners continue to work on IR Scorebook.
- Examiners complete IR Scorebook by 6/21 (35 hrs.). Team leader drafts key factors by 6/22; team holds 2nd call (1.5 hrs.) by 6/23.
- After 2nd call, item leads begin synthesis of Independent Review Worksheets.

JULY						
S	M	T	W	TH	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- Item leads continue synthesis of IR Worksheets.
- Item leads draft Consensus Review (CR) Worksheets and open them for Review 1 (R-1) by 7/6 (10 hrs.).
- Backups provide feedback by 7/11 (2-3 hrs.). Item leads incorporate feedback, open Items for R-2 (1-2 hrs.) by 7/15. 3rd call (1 hr.) by 7/15.
- Key Themes (KT) Worksheet drafted by 7/19. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/21 (10 hrs.).
- Item leads incorporate feedback and open Items for R-3 by 7/25 (2-3 hrs.). Team members prepare for consensus call (2-3 hrs.) Calls held between 7/29 - 8/5.

AUGUST						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

- Calls held between 7/29 - 8/5 (7-10 hrs.).
- After calls, item leads incorporate review for R-4 by 8/9 (1 hr.).
- Team leader and/or scorebook editor review, edit, and finalize the CR Scorebook by 8/15.

OCTOBER						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

If applicant is selected for a site visit during the judges' meeting on Sept. 8, the team begins to prepare, including holding weekly planning calls (1-2 hrs. weekly) and preparing Site Visit Issue (SVI) Worksheets (an additional 8 hrs.).

- Week 1: Health Care, Manufacturing, and Service Site Visits (14-18 hr. days)
- Week 2: Education, Small Business, and Nonprofit Site Visits (14-18 hr. days)

2011 Award Process - Wave 2

Key Dates, Activities, and *Approximate* Time Commitment

J U N E						
S	M	T	W	TH	F	S
		7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Red = Independent Review activities Black = Conference call activities Blue = Consensus Review activities

Green = Week 1 site visits

Purple = Week 2 site visits

← 6/7- ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/8.

← Examiners continue Independent Review, & by 6/15 all Wave 2 teams hold 1st planning call (1.5 hrs.).

← Examiners continue to work on IR Scorebooks.

← Examiners complete IR Scorebooks by 6/27 (35 hrs.). Team leader drafts key factors by 6/28; team holds 2nd call (1.5 hrs.) by 6/29.

J U L Y						
S	M	T	W	TH	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

← After 2nd call, item leads begin synthesis of IR Worksheets.

← Item leads continue synthesis of IR Worksheets and draft Consensus Review (CR) Worksheets.

← Item leads complete draft of CR Worksheets and open them for Review 1 (R-1) by 7/12 (10 hrs.).

← Backups provide feedback by 7/18 (2-3 hrs.). Item leads incorporate feedback, open Items for R-2 (1-2 hrs.) by 7/22. 3rd call (1 hr.) by 7/22.

← Key Themes (KT) Worksheet drafted by 7/26. Team provides feedback on all worksheets, incl. KT Worksheet, by 7/28 (10 hrs.).

A U G U S T						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22					

← Item leads incorporate feedback and open Items at R-3 by 8/1 (2-3 hrs.). Team members prepare for consensus call (2-3 hrs.). Calls held between 8/5 - 8/12.

← Calls held between 8/5 - 8/12 (7-10 hrs.).

← After calls, item leads incorporate review for R-4 by 8/16 (1 hr.).

← Team leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/22.

O C T O B E R						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

If applicant is selected for a site visit during the judges' meeting on Sept. 8, the team begins to prepare, including holding weekly planning calls (1-2 hrs. weekly) and preparing Site Visit Issue (SVI) Worksheets (an additional 8 hrs.).

← Week 1: Health Care, Manufacturing, and Service Site Visits (14-18 hr. days)

← Week 2: Education, Small Business, and Nonprofit Site Visits (14-18 hr. days)

2011 Award Process - Wave 3

Key Dates, Activities, and *Approximate* Time Commitment

JUNE						
S	M	T	W	TH	F	S
	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	28	30		

Red = Independent Review activities *Black = Conference call activities* *Blue = Consensus Review activities*

Green = Week 1 of site visits

Purple = Week 2 of site visits

6/13- ASQ ships applications and notifies examiners by e-mail; examiners begin Independent Review (IR) on 6/14.

Examiners continue Independent Review, & by 6/21 all Wave 3 teams hold 1st planning call (1.5 hrs.).

Examiners continue to work on IR Scorebook.

JULY						
S	M	T	W	TH	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Examiners continue to work on IR Scorebook.

Examiners complete IR Scorebook by 7/5 (35 hrs.). Team leader drafts key factors by 7/6; team holds 2nd call (1.5 hrs.) by 7/7.

After 2nd call, item leads begin synthesis of Independent Review Worksheets.

Item leads draft Consensus Review (CR) Worksheets and open them for Review 1 (R-1) by 7/18 (10 hrs.).

Backups provide feedback by 7/25 (2-3 hrs.). Item leads incorporate feedback, open Items for R-2 (1-2 hrs.) by 7/29. 3rd call (1 hr.) by 7/29.

AUGUST						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Key Themes (KT) Worksheet drafted by 8/2. Team provides feedback on all worksheets, incl. KT Worksheet, by 8/4 (10 hrs.).

Item leads incorporate feedback and open items at R-3 by 8/8 (2-3 hrs.). Team members prepare for consensus call (2-3 hrs.). Calls held between 8/12 - 8/19.

Calls held between 8/12 - 8/19 (7-10 hrs.).

After calls, item leads incorporate review for R-4 by 8/23 (1 hr.).

Team Leader and/or scorebook editor review, edit, and finalize CR Scorebook by 8/29.

OCTOBER						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

If applicant is selected for a site visit during the judges' meeting on Sept. 8, the team begins to prepare, including holding weekly planning

calls (1-2 hrs. weekly) and preparing Site Visit Issue (SVI) Worksheets (an additional 8 hrs.).

Week 1: Health Care, Manufacturing and Service Site Visits (14-18 hr days)

Week 2: Education, Small Business, and Nonprofit Site Visits (14-18 hr days)